

Chapter 2 -- Searching the Evergreen Indiana Catalog

Push the **F3** key to bring up the Catalog search screen. You can also click on the **Search** menu or use the keyboard shortcut **Alt + R** and choose the **Catalog** (**Alt + C**) on the drop-down list or go to **Cataloging** (**Alt + G**) and choose **Search the Catalog** (**Alt + S**). Likely you will find **F3** to be the quickest.

1: hm-cat1@HMMPL-sarahc.evergreen.lib.in.us

File Edit Search Circulation Cataloging Admin (-) Help

1 Catalog

Go Back Go Forward Debug Print Page Text Size: Regular / Large

EVERGREEN INDIANA
Open Source Integrated Library System

Home
Advanced Search
My Account
You are logged in as hm-cat1

Quick Search
ISBN [] Submit

MARC Expert Search
Tag: [] Subfield: []
Value: []
Add Row Submit

Search Input
Title [] Contains [] [] is for evidence [X]
Keyword [] Contains [] [] [X]
Keyword [] Contains [] [] [X]
Reset Form Add Search Row Submit Search

Search Filters
Item Form Braille Electronic Large print
Item Type Books Audiobooks Video Recordings
Literary Form Non Fiction Fiction
Language English Spanish French
Audience Adult Juvenile General
Shelving Location Stacks Audio Books - 2nd Floor Audio Visual - 1st Floor

Sort Criteria
Relevance []
Ascending / A to Z []
Group Formats and Editions []

Search Library
Hussey-Mayfield Memorial Branch
Everywhere []
Limit to Available []
Submit Search

Basic Catalog (HTML only) | Help
Copyright © 2006-2008 Georgia Public Library Service

Setting User Account Preferences to Search All of Evergreen Indiana

Note that under Search Library you can select whether to search a particular branch or to search all of Evergreen. As a cataloger, you will generally need to search all of Evergreen. If the default for the drop down list under Search Library is not “Everywhere,” you will want to change it so that you do not have to select it each time you search. To do this, click on **My Account**, under the Evergreen logo on the top left part of the screen, shown circled above.

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The Account Summary screen will appear. It will show how you are logged in. This is for your staff user account, not your personal account.

The screenshot shows a web browser window with the address bar displaying "1: hm-cat1@HMMPL-mobile2.evergreen.lib.in.us". The browser's menu bar includes "File", "Edit", "Search", "Circulation", "Cataloging", "Admin (-)", and "Help". The "Catalog" tab is selected. The page header features the Evergreen Indiana logo, a search bar with a "Go!" button, and dropdown menus for "Keyword" and "All Formats". A "Text Size: Regular / Large" link is also present. The main content area is titled "Hussey-Mayfield Memorial Branch" and contains a navigation menu on the left with links to "Home", "Advanced Search", and "My Account". The "My Account" link is highlighted. Below it, a message states "You are logged in as hm-cat1". The main content area displays a table with the following data:

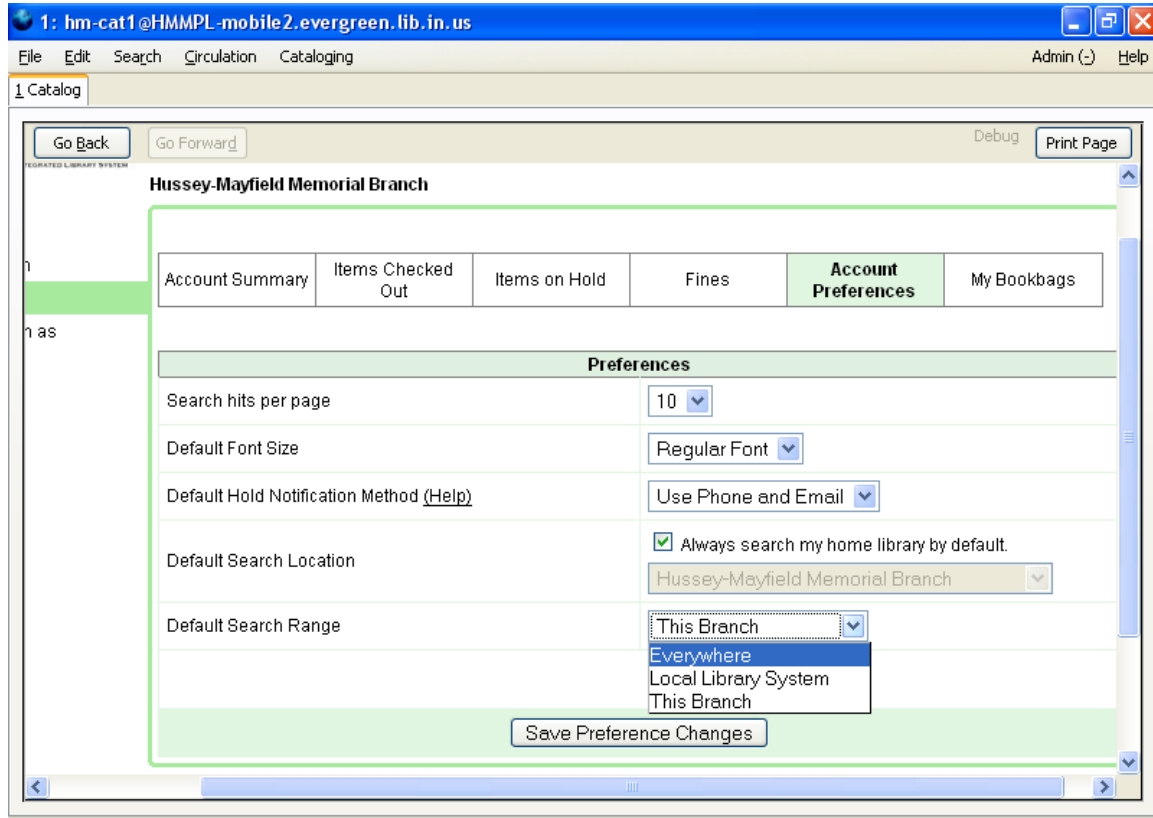
Account Summary	Items Checked Out	Items on Hold	Fines	Account Preferences
Name	Cat One	System Account		
Day Phone				
Evening Phone				
Other Phone				
Username	hm-cat1			Change
Password	(not shown)			Change
Email Address				Change
Primary Identification	null			
Active Barcode	hm-cat1			
Home Library	Hussey-Mayfield Memorial Branch			
Account Creation Date	2008-08-22			

Click on **Account Preferences**. It will turn red when you point to it, as shown above.

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From the Preferences screen, you can change various default settings for your user account.



If you wish to change the number of search results displayed per page, select a different number in the box labeled “**Search hits per page.**”

If desired, you can also change your **Default Font Size** from Regular Font to Large Font.

If you place holds using this account, you can also change your **Default Hold Notification Method.**

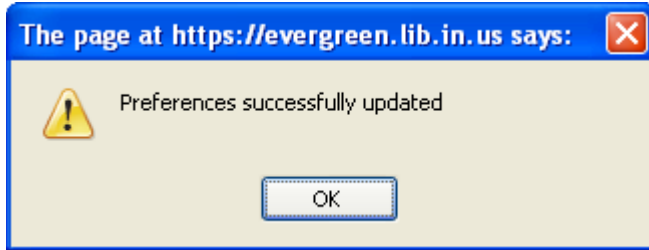
Note that the box next to **Always search my home library by default** is checked. Unchecking this box does not set the default search to Everywhere, rather it allows you to change the default for the Home Library searches. If you uncheck the box you can change the **Default Search Location** to a different library.

Select **Everywhere** from the drop down list next to **Default Search Range.** When **Everywhere** is displayed in the search range box, click **Save Preference Changes.**

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A dialog box will appear, telling you your preferences have been updated:



Click **OK** or press **Enter**. Your default settings will remain until you change them again.

Note that if you have set the **Default Search Range**, and you return to the Preferences screen to make other changes, you will have to set the search range to **Everywhere** again, or it will return to the default setting of This Branch.

Click **Advanced Search** or press **F3** to return to the search screen.

Quick Search

Many kinds of searches can be performed from the **Advance Search** screen. Catalogers will frequently use the **Quick Search** function to search by ISBN.

You can see from the drop down list below, that Quick Search also allows you to search by ISSN (International Standard Serial Number), Call Number, LCCN (Library of Congress Card Number), TCN (Title Control Number), and Item Barcode.

The screenshot shows a web browser window with the URL `1: hm-cat1@HMMPL-mobile2.evergreen.lib.in.us`. The browser's address bar and menu bar are visible. The main content area is titled "Evergreen Indiana" and features a sidebar on the left with navigation links: "Home", "Advanced Search", "My Account", and "You are logged in as hm-cat1". The "Quick Search" section is highlighted in the sidebar. It contains a dropdown menu for "ISBN" with a list of search criteria: "ISBN", "ISSN", "Call Number", "LCCN", "TCN", "Item Barcode", and "Tag". Below this is a "Submit" button. The main search area is titled "Search Input" and contains three rows of search fields. Each row has a dropdown for "Title", "Keyword", and "Keyword", followed by a "Contains" dropdown and a text input field. There are "Reset Form", "Add Search Row", and "Submit Search" buttons. Below the search input area is a "Sort Criteria" section with a "Relevance" dropdown and an "Ascending / A to Z" dropdown. The "Search Library" section shows "Hussey-Mayfield Memorial Branch" and "Everywhere". On the right side of the search area, there are several filters: "Item Form" (Braille, Electronic, Large print), "Item Type" (Books, Audiobooks, Video), "Literary Form" (Non Fiction), "Language" (English, Spanish, French), "Audience" (Adult, Juvenile, General), and "Stacks".

When using Quick Search, only that field is used for the search. Anything entered in other search fields does not affect your search, and the other fields will not be cleared after a Quick Search is performed. The Quick Search function cannot be limited to your local library. A Quick Search searches all of Evergreen Indiana by default.

Advanced Search: Using Search Input

The Search Input boxes allow you to search by Keyword, Title, Author, Subject, and Series, and to combine these searches to narrow your results.

The default setting displays three boxes for keyword searches. You can click on the down arrows to select Title, Author, Subject or Series as well. If desired, you can use different searches in the different boxes. For instance, you can enter the title of a book in one box, and the author in another.

More search rows may be added by clicking the **Add Search Row** button. You can delete search rows by clicking the **X** button next to the search row.

1: hm-cat1@HMMPL-mobile2.evergreen.lib.in.us

File Edit Search Circulation Cataloging Admin (-) Help

3 Bib Record: SYS2176079 4 Catalog 5 Bib Record: SYS2176079 6 Bib Record: 5004282

Go Back Go Forward Debug Print Page

Text Size: Regular / Large

Search Input

Keyword Contains [] X

Keyword Contains [] X

Title Contains [] X

Author Contains [] X

Subject Contains [] X

Series Contains [] X

Reset Form Add Search Row Submit Search

Search Filters

Item Form Braille Electronic Large print

Item Type Books Audiobooks Video Recordings

LiteraryForm Non Fiction Fiction

Language English Spanish French

Audience Adult Juvenile General

Stacks

Sort Criteria Relevance Ascending / A to Z

Search Library Hussey-Mayfield Memorial Branch Everywhere

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Keyword searches are very general and will give you many results. For instance, try a keyword search for the word “evidence.”

Search Input

Keyword

Contains

evidence

X

Keyword

Contains

X

Keyword

Contains

X

Reset Form

Add Search Row

Submit Search

Notice the large number of results:

1: hm-cat1@HMMPL-mobile2.evergreen.lib.in.us

File Edit Search Circulation Cataloging Admin (-) Help

3 Bib Record: SYS2176079 4 Catalog 5 Bib Record: SYS2176079 6 Bib Record: 5004282

Go Back

Go Forward

Debug

Print Page

Text Size: Regular / Large

keyword:evidence

Go!

Keyword

All Formats

Ev

Hussey-Mayfield Memorial Branch Including results for
Evergreen Indiana

Sort Results by Rele

Results 1 - 10 of about 925 (page 1 of 93) Start « »

Available copies

	This Branch	Local Lib System
Indiana motions in limine Finley, David N. 2008 ed. c2008 ThomsonWest print 1 v. (various pagings) : forms ; 25 cm. + 1 CD-ROM (4 3/4 in.) Place Hold	0 / 0	0 / 1
The case for a Creator : a journalist investigates scientific evi... Strobel, Lee 1st ed. c2004 Zondervan print 341 p. ; 23 cm. Place Hold	1 / 1	1 / 1
DNA evidence Marzilli, Alan. c2005 Chelsea House Publishers print 128 p. : ill. (some col.) ; 24 cm. Place Hold	0 / 0	0 / 1

Home

Advanced Search

My Account

You are logged in as
hm-cat1

My Title Results

Relevant Subjects

BibleN.T. Gospels

BibleO.T. Pentateuch

Exclusionary rule
(Evidence)

Bible

Evidence (Law)

Documentary hypothesis
(Pentateuchal criticism)

Evidence. Criminal

Last Updated: 12/18/2008

2.7

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You can also adjust your searches by changing your selection from Contains to Matches Exactly or Does not contain.

1: hm-cat1@HMMPL-mobile2.evergreen.lib.in.us

File Edit Search Circulation Cataloging Admin (-) Help

3 Bib Record: SYS2176079 4 Catalog 5 Bib Record: SYS2176079 6 Bib Record: 5004282

Go Back Go Forward Debug Print Page

Text Size: Regular / Large

EVERGREEN INDIANA
OPEN SOURCE INTEGRATED LIBRARY SYSTEM

Home
Advanced Search
My Account
You are logged in as
hm-cat1

Quick Search
ISBN [] Submit

MARC Expert Search
Tag: [] Subfield: []
Value: []
Add Row Submit

Search Input
Keyword [] Contains [] evidence [X]
Keyword [] Contains [] [X]
Keyword [] Does not contain [] [X]
Keyword [] Matches Exactly [] [X]
Reset Form Add Search Row Submit Search

Sort Criteria
Relevance []
Ascending / A to Z []

Search Library
Hussey-Mayfield Memorial Branch
Everywhere []

Search
Item Form Braille Electronic Large print
Item Type Books Audiobooks Video
LiteraryForm Non Fiction
Language English Spanish French
Audience Adult Juvenile General
Stacks []

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Try limiting your Keyword search for “evidence” to Matches Exactly:

Search Input			
Keyword	Matches Ex	evidence	X
Keyword	Contains		X
Keyword	Contains		X
Reset Form		Add Search Row	Submit Search

This will limit your search to only records that contain the exact character string “evidence”. Since Evergreen uses stem searching, doing a Keyword search with Contains will give you results with words related to “evidence”, such as “evidently”. Matches Exactly will not omit search results for words such as “evidenced” because it still contains the exact search string.

The screenshot shows a web browser window with the URL `1: hm-cat1@HMMPL-mobile2.evergreen.lib.in.us`. The browser's address bar and menu bar are visible. The main content area displays search results for the keyword "evidence". The search bar contains the text "keyword:'evidence'" and the "Go!" button is highlighted. The search results are displayed under the heading "Hussey-Mayfield Memorial Branch Including results for Evergreen Indiana". The results are sorted by Relevance. The first three results are:

	This Branch	Local Lib System
Indiana motions in limine Finley, David N. 2008 ed. c2008 Thomson/West print 1 v. (various pagings) : forms ; 25 cm. + 1 CD-ROM (4 3/4 in.) Place Hold	0 / 0	0 / 0
DNA evidence Marzilli, Alan. c2005 Chelsea House Publishers print 128 p. : ill. (some col.) ; 24 cm. Place Hold	0 / 0	0 / 0
The case for a Creator : a journalist investigates scientific evi... Strobel, Lee 1st ed. c2004 Zondervan print 341 p. ; 23 cm. Place Hold	1 / 1	1 / 1

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Try a Title search for “evidence”.

Search Input			
Title	Contains	evidence	X
Keyword	Contains		X
Keyword	Contains		X
Reset Form		Add Search Row	Submit Search

The screenshot shows a web browser window with the URL `1: hm-cat1@HMMPL-mobile2.evergreen.lib.in.us`. The browser's address bar and menu bar are visible. The search results page displays the Evergreen Indiana logo and a search bar with the text "title:evidence". Below the search bar, the results are listed for the "Hussey-Mayfield Memorial Branch". The results table shows the following entries:

	This Branch	Local Lib System
Evidence that demands a verdict : historical evidences for the Ch... McDowell, Josh. c1979 T. Nelson print 387 p. : ill. ; 21 cm. Place Hold	0 / 0	0 / 0
Evidence that demands a verdict : historical evidences for the Ch... McDowell, Josh. c1993- T. Nelson print v. <2 > ; 21 cm. Place Hold	0 / 0	0 / 0
Evidence not seen : a woman's miraculous faith in a Japanese pris... Rose, Darlene Deibler. c1941 Harper & Row print [224] p. Place Hold	0 / 0	0 / 0
Evidence of blood Cook, Thomas H.	0 / 0	0 / 0

This will limit your search to records with words related to “evidence” in the title. Unless you use Matches Exactly, records with titles containing related words such as “evidently” will be included.

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Note that limiting your title search to Matches Exactly will not limit to titles that contain nothing but your search string, but rather titles that *contain* your exact search string.

Search Input

Title	Matches Ex	evidence	X
Keyword	Contains		X
Keyword	Contains		X

Reset Form
Add Search Row
Submit Search

Thus, using Matches Exactly may not significantly reduce your search results, as seen below:

1: hm-cat1@HMMPL-mobile2.evergreen.lib.in.us

File Edit Search Circulation Cataloging Admin (.) Help

3 Bib Record: SYS2176079 4 Catalog 5 Bib Record: SYS2176079 6 Bib Record: 5004282

Go Back Go Forward Debug Print Page





























Text Size: Regular / Large

EVERGREEN INDIANA
OPEN SOURCE INTEGRATED LIBRARY SYSTEM

title: "evidence" Go! Keyword All Formats Ev

Hussey-Mayfield Memorial Branch *Including results for Evergreen Indiana* Sort Results by Relevance

Results 1 - 10 of about 208 (page 1 of 21) Start < > Available copies

	This Branch	Local Lib System
Evidence that demands a verdict : historical evidences for the Ch... McDowell, Josh. c1979 T. Nelson print 387 p. : ill. ; 21 cm.          Place Hold	0 / 0	0 / 0
Evidence that demands a verdict : historical evidences for the Ch... McDowell, Josh. c1993- T. Nelson print v. <2 > ; 21 cm.          Place Hold	0 / 0	0 / 0
Evidence dismissed : the inside story of the police investigation... Lange, Tom. 1997 Pocket Books print xiii, 305 p. : ill. ; 25 cm.          Place Hold	0 / 0	0 / 0
Evidence, 1944-1994 Avedon, Richard. 		

Relevant Subjects

- Bible
- Documentary hypothesis (Pentateuchal criticism)
- Bible N.T. Gospels
- Bible O.T. Pentateuch
- Murder
- Photography, Artistic
- Goldman, Ronald Lyle 1968-1994

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When doing searches for one word titles, it is extremely useful to limit by author as well. Try limiting your search by adding an author search for Grafton.

Search Input			
Title	Contains	evidence	X
Author	Contains	Grafton	X
Keyword	Contains		X
Reset Form		Add Search Row	Submit Search

This should reduce your search results to a manageable number:

1: hm-cat1@HMMPL-mobile2.evergreen.lib.in.us

File Edit Search Circulation Cataloging Admin (-) Help

3 Bib Record: SYS2176079 4 Catalog 5 Bib Record: SYS2176079 6 Bib Record: 5004282

Go Back Go Forward Debug Print Page

Text Size: Regular / Large

title:evidence author:grifton Go Keyword All Formats Ev

Hussey-Mayfield Memorial Branch *Including results for Evergreen Indiana*

Sort Results by Relevance

Results 1 - 10 of about 10 (page 1 of 1)

	This Branch	Local Lib System
<p>"E" is for evidence [text (large print)] a Kinsey Millhone myster... Grafton, Sue. 1989, c1988 G.K. Hall text (large print) 330 p. (large print) ; 25 cm.</p> <p> Place Hold</p>	0 / 0	0 / 1
<p>"E" is for evidence Grafton, Sue. p1993 Books on Tape sound recording 7 sound cassettes (7 hrs.) : analog.</p> <p> Place Hold</p>	2 / 2	2 / 2
<p>"E" is for evidence : a Kinsey Millhone mystery Grafton, Sue. 1st ed. c1988 Holt print 227 p. ; 22 cm.</p> <p> Place Hold</p>	0 / 1	0 / 1

Relevant Subjects

- Millhone, Kinsey (Fictitious character)
- Women private investigators
- Detective and mystery stories
- California
- Large type books
- Talking books

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Note that if you go back to the search screen, your last search will be retained. However, the display reorders the search categories. Author will be displayed on the top.

The screenshot shows a web browser window with the address bar displaying "1: hm-cat1@HMMPL-mobile2.evergreen.lib.in.us". The browser's menu bar includes "File", "Edit", "Search", "Circulation", and "Cataloging". The status bar at the bottom shows "Admin (-) Help".

The main content area is divided into several sections:

- Search Input:** A section with three rows of search criteria. The first row has "Author" selected, "Contains" operator, and "gratton" in the input field. The second row has "Title" selected, "Contains" operator, and "evidence" in the input field. The third row has "Keyword" selected, "Contains" operator, and an empty input field. Below these are buttons for "Reset Form", "Add Search Row", and "Submit Search".
- Sort Criteria:** A section with two rows. The first row has "Relevance" selected. The second row has "Ascending / A to Z" selected. Below these are buttons for "Add Row" and "Submit".
- Search Library:** A section with a dropdown menu showing "Hussey-Mayfield Memorial Branch" and a dropdown menu showing "Everywhere".
- Search:** A section with a dropdown menu showing "Braille", "Electron", "Large p", "Books", "Audio", "Video", "Non Fi", "Fiction", "English", "Spanis", "French", "Adult", "Juvenil", "Gener", and "Stacks".

The left sidebar contains the following links:

- Home
- Advanced Search
- My Account
- You are logged in as hm-cat1
- Quick Search
- MARC Expert Search

The bottom of the page shows a navigation bar with "Go Back" and "Go Forward" buttons.

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Advanced Search: Sort Criteria

Below the Search Input box are the Sort Criteria and Search Library boxes. The Sort Criteria box is on the left, and it allows you to change the way your search results are sorted.

The default Sort Criteria is by Relevance. Generally items are considered more relevant the more often your search terms show up within a bibliographic record.

You can also choose to sort your results alphabetically by author or title, or chronologically by publication date:

The screenshot shows the Evergreen Indiana Catalog Advanced Search interface. The browser address bar displays "1: hm-cat1@HMMPL-sarahc.evergreen.lib.in.us". The interface includes a navigation menu on the left with links for Home, Advanced Search, My Account, and a login status for "hm-cat1". The main search area is divided into several sections: "Search Input" with three rows of search criteria (Title, Keyword, Keyword) and buttons for "Reset Form", "Add Search Row", and "Submit Search"; "Search Filters" on the right with dropdown menus for Item Form, Item Type, Literary Form, Language, Audience, and Shelving Location; "Sort Criteria" with a dropdown menu showing "Relevance", "Title", "Author", and "Publication date"; and "Search Library" with a dropdown menu for "Hussey-Mayfield Memorial Branch" and a "Limit to Available" checkbox. The footer contains links for "Basic Catalog (HTML only) | Help" and a copyright notice for "Copyright © 2006-2008 Georgia Public Library Service".

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When you select Title, Author or Publication Date, the drop down box below becomes active. You can then select Ascending / A to Z or Descending / Z to A. Note that for Publication Date, selecting Ascending give you the oldest works first, and Descending will give you the most recent works first.

The screenshot shows a search interface with two main sections: 'Sort Criteria' and 'Search Library'. In the 'Sort Criteria' section, the first dropdown is set to 'Publication date'. The second dropdown menu is open, showing three options: 'Ascending / A to Z', 'Ascending / A to Z', and 'Descending / Z to A'. The 'Descending / Z to A' option is highlighted in blue. In the 'Search Library' section, the text 'Hussey-Mayfield Memorial Branch' is displayed. Below it, a dropdown menu is set to 'This Branch'. There is also a checkbox labeled 'Limit to Available' which is currently unchecked. At the bottom right, there is a button labeled 'Submit Search'.

The Sort Criteria box also allows you to group titles and formats, so that they all display on one line in your search results.

This screenshot shows the same search interface as before. In the 'Sort Criteria' section, the first dropdown is set to 'Relevance'. The second dropdown is set to 'Ascending / A to Z'. The third option, 'Group Formats and Editions', is now selected and indicated by a green checkmark icon inside a red circle. The 'Search Library' section remains the same with 'Hussey-Mayfield Memorial Branch' and 'Everywhere' selected. The 'Limit to Available' checkbox is still unchecked.

Note the box labeled Group Formats and Editions. When this line is selected, most manifestations of a work will be grouped together in one line in your search results. Note below the first line includes both print and sound recordings

Text Size: Regular / Large

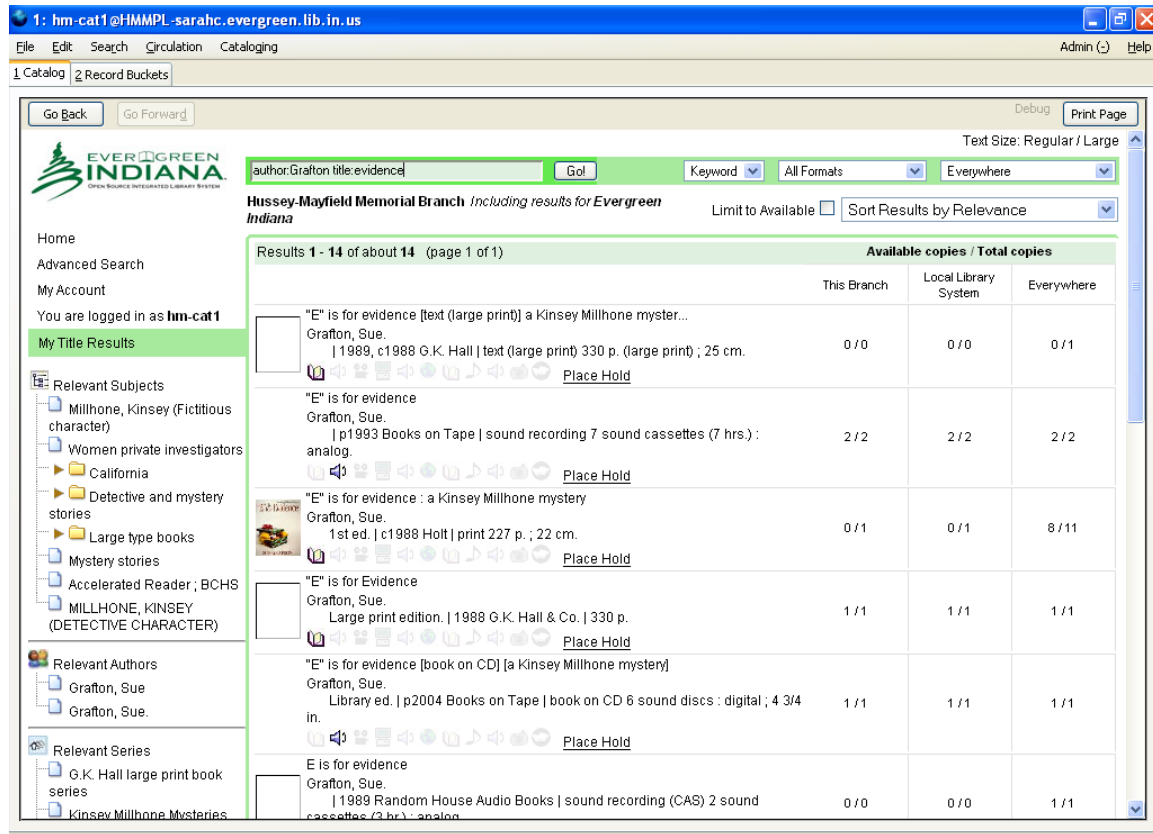
The screenshot shows the search results page. At the top, there is a search bar with the text 'author:Grafton title:evidence' and a 'Go!' button. To the right of the search bar are dropdown menus for 'Keyword', 'All Formats', and 'Everywhere'. Below the search bar, the text 'Hussey-Mayfield Memorial Branch Including results for Evergreen Indiana' is displayed. To the right of this text is a 'Limit to Available' checkbox and a 'Sort Results by Relevance' dropdown menu. The main content area shows two search results for the book 'E' is for evidence : a Kinsey Millhone mystery by Grafton, Sue. The first result is for the print edition, and the second is for the audio edition. Both results show the number of available copies for 'This Branch', 'Local Library System', and 'Everywhere'. The first result has 4/5 copies available in all three locations, while the second result has 0/0 copies available in the first two locations and 1/1 in the third. The results are grouped together under the title 'E' is for evidence : a Kinsey Millhone mystery by Grafton, Sue.

		Available copies / Total copies		
		This Branch	Local Library System	Everywhere
	"E" is for evidence : a Kinsey Millhone mystery Grafton, Sue.	4 / 5	4 / 5	19 / 24
	"E" is for evidence : a Kinsey Millhone novel Grafton, Sue	0 / 0	0 / 0	1 / 1

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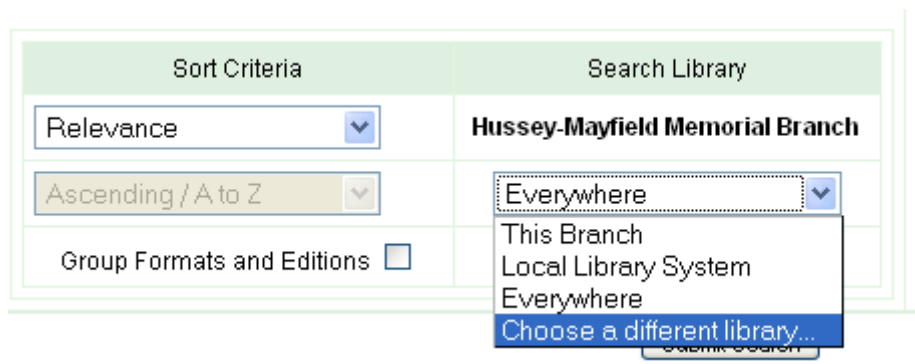
When the same search is performed with out the box checked, the results show 14 different records including various manifestations, as well as some records which probably need to be merged.



The Group Formats and Editions will remain checked or unchecked until you change it again.

Advanced Search: Search Library

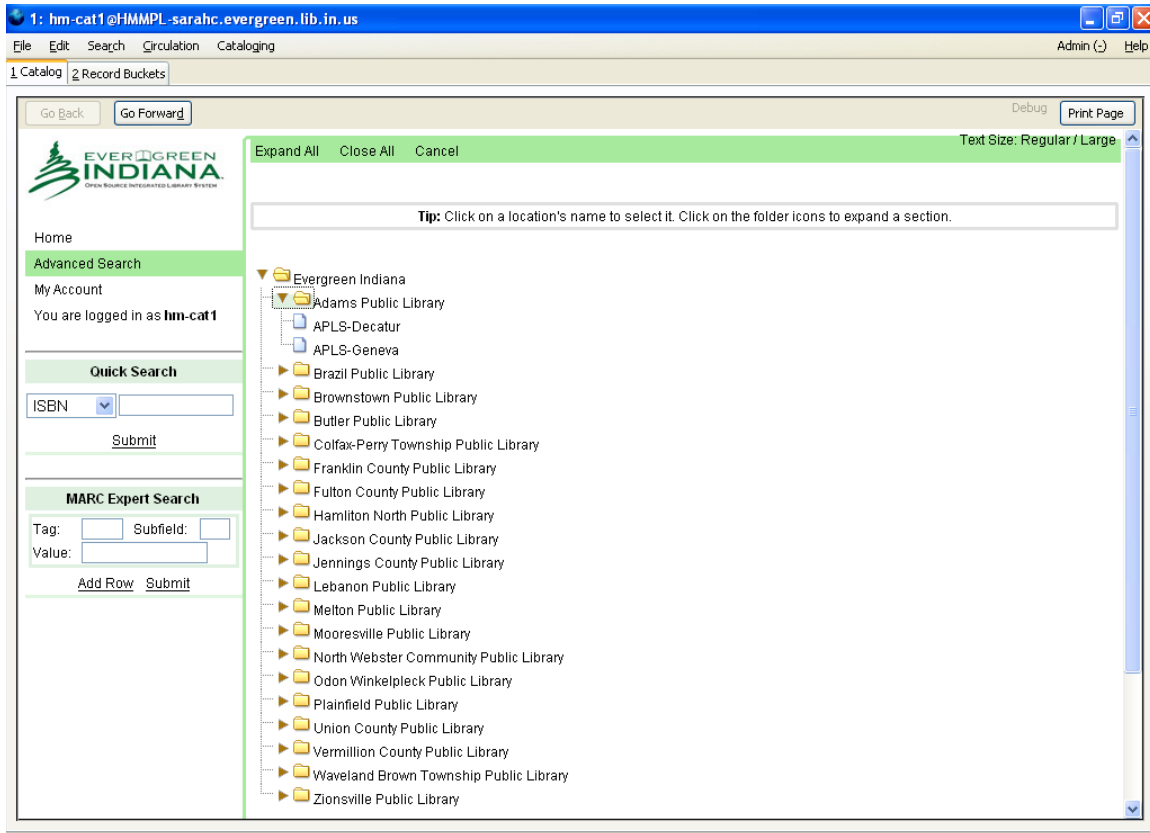
The Search Library box allows you to change the search range, and to limit searches to available items.



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In addition to changing the search range to your branch, your local library system, or all of Evergreen Indiana, you can limit your search to a particular library other than your home library. When you select **Choose a different library** a list of libraries in Evergreen Indiana appears.



You can click on the library system name on the list, or click the arrow next to the system name to choose a particular branch, as shown with Adams Public Library above. When you select a name from the list, you will return to the search screen and that library will show in the Search Library box, as seen below.

Sort Criteria	Search Library
Relevance	APLS-Decatur
Ascending / A to Z	This Branch
Group Formats and Editions <input type="checkbox"/>	Limit to Available <input type="checkbox"/>

After you have performed a search, if you press F3 or select catalog search from one of the menus, you will return to your Default. Clicking Advanced Search or Go Back will retain the search range you have selected.

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The search library box also allows you to limit your search to items that are available for checkout. Place a check mark in the **Limit to Available** box:

Sort Criteria	Search Library
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Relevance ▼</div>	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Hussey-Mayfield Memorial Branch</div>
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Ascending / A to Z ▼</div>	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Everywhere ▼</div>
Group Formats and Editions <input type="checkbox"/>	Limit to Available <input checked="" type="checkbox"/>

Note that if your search range is Everywhere, then the items just have to be available at one location. Below you can see in the Everywhere column that all of these items are available:

The screenshot shows a web browser window with the URL `1: hm-cat1@HMMPL-sarahc.evergreen.lib.in.us`. The search results are for the query `title:e is for evidence` in the **Hussey-Mayfield Memorial Branch**. The search is limited to available items and sorted by relevance. The results table shows the following data:

	Available copies / Total copies		
	This Branch	Local Library System	Everywhere
E is for evidence Grafton, Sue. 1st ed. c1988 Holt print 227 p. ; 22 cm. Place Hold	0 / 0	0 / 0	1 / 1
E is for Evidence Grafton, Sue print Place Hold	0 / 0	0 / 0	1 / 1
E is for evidence Grafton, Sue. 1989 Random House Audio Books sound recording (CAS) 2 sound cassettes (3 hr.) : analog. Place Hold	0 / 0	0 / 0	1 / 1
"E" is for Evidence Grafton, Sue. Large print edition. 1988 G.K. Hall & Co. 330 p. Place Hold	1 / 1	1 / 1	1 / 1
"E" is for evidence [book on CD] [a Kinsey Millhone mystery] Grafton, Sue. Library ed. p2004 Books on Tape book on CD 6 sound discs : digital ; 4 3/4 in. Place Hold	1 / 1	1 / 1	1 / 1
"E" is for evidence Grafton, Sue. 1st ed. c1988 Holt PBK/P.200	0 / 0	0 / 0	1 / 1

If you use the Limit to Available function and limit your search range to a particular branch, your results will include only items from available at that branch. The Limit to Available selection will clear if you use the **F3** key, but will remain selected if you use **Go Back** or click **Advanced Search**.

Advanced Search: Using Search Filters

Another way to limit your search results is to use Search Filters. You can limit by Item Form, Item Type, Literary Form, Language, Audience, and Shelving Location. All of these searches except for Shelving Location are based on data from the MARC record fixed fields.

This is why it is very important to ensure that the fixed fields are accurate. If the fields are incorrect or not filled in, the search filters will be much less effective. When adding holdings, it is best not to use the search filters, so that poor records may be found and replaced rather than having duplicate records added to the system.

Note that only the shelving locations for your library are displayed in the Shelving Location box, so limiting by Shelving Location will limit the search to your library only.

To limit your search, simply click on your choices to highlight them in blue. Your search results will include only records which are coded to your choices. Click on Books, and Fiction to highlight them.

The screenshot shows a web browser window with the address bar displaying "1: hm-cat1@HMMPL-sarahc.evergreen.lib.in.us". The browser's menu bar includes "File", "Edit", "Search", "Circulation", "Cataloging", "Admin", and "Help". The address bar also shows "1 239.50 2 Record Buckets 3 Catalog".

The main content area is titled "EVERGREEN INDIANA" and features a sidebar on the left with links: "Home", "Advanced Search" (highlighted), "My Account", and "You are logged in as hm-cat1". Below these links are sections for "Quick Search" (with an "ISBN" input field and a "Submit" button) and "MARC Expert Search" (with "Tag:" and "Subfield:" input fields, a "Value:" input field, and "Add Row" and "Submit" buttons).

The main search area is divided into several sections:

- Search Input:** Contains three rows of search criteria. The first row has "Title" selected, "Contains" as the operator, and "evidence" as the value. The second and third rows have "Keyword" selected, "Contains" as the operator, and empty value fields. Below these are buttons for "Reset Form", "Add Search Row", and "Submit Search".
- Search Filters:** A vertical list of filters on the right side, each with a dropdown menu and a "Submit Search" button below it. The filters are: "Item Form" (Braille, Electronic, Large print), "Item Type" (Books, Audiobooks, Video Recordings), "LiteraryForm" (Non Fiction, Fiction), "Language" (English, Spanish, French), "Audience" (Adult, Juvenile, General), and "Shelving Location" (Stacks, Audio Books - 2nd Floor, Audio Visual - 1st Floor).
- Sort Criteria:** A section with two dropdown menus: "Relevance" and "Ascending / A to Z".
- Search Library:** A section with two dropdown menus: "Hussey-Mayfield Memorial Branch" and "Everywhere".
- Group Formats and Editions:** A checkbox labeled "Group Formats and Editions".
- Limit to Available:** A checkbox labeled "Limit to Available".

At the bottom of the search area is a "Submit Search" button. The footer of the page includes the text "Basic Catalog (HTML only) | Help" and "Copyright © 2006-2008 Georgia Public Library Service".

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Note that where there are blue arrows on the left side of the boxes, you can scroll up and down on to see more choices by clicking the up and down arrows. Scroll down to select Microfilm

1: hm-cat1@HMMPL-sarahc.evergreen.lib.in.us

File Edit Search Circulation Cataloging Admin (-) Help

1 239.50 2 Record Buckets Z Catalog

Go Back Go Forward Debug Print Page

Text Size: Regular / Large

EVERGREEN INDIANA
OPEN SOURCE INTEGRATED LIBRARY SYSTEM

Home
Advanced Search
My Account
You are logged in as **hm-cat1**

Quick Search

ISBN
[Submit](#)

MARC Expert Search

Tag: Subfield:
Value:
[Add Row](#) [Submit](#)

Search Input

Title Contains evidence
Keyword Contains
Keyword Contains
[Reset Form](#) [Add Search Row](#) [Submit Search](#)

Search Filters

Item Form: Large print, Microfiche, **Microfilm**
Item Type: **Books**, Audiobooks, Video Recordings
Literary Form: **Non Fiction**, **Fiction**
Language: English, Spanish, French
Audience: **Adult**, Juvenile, General
Shelving Location: **Stacks**, Audio Books - 2nd Floor, Audio Visual - 1st Floor

Sort Criteria

Relevance
Ascending / A to Z
Group Formats and Editions ☐

Search Library

Hussey-Mayfield Memorial Branch
Everywhere
Limit to Available ☐

[Submit Search](#)

Basic Catalog (HTML only) | [Help](#)
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You can also select multiple items in the same box. To select items which are all in a row, click the first item you wish to select, then press the **Shift** key while clicking the bottom item. Click on English, then press **Shift** while clicking French.

The screenshot shows a web browser window with the address bar displaying "1: hm-cat1@HMMPL-sarahc.evergreen.lib.in.us". The browser's menu bar includes "File", "Edit", "Search", "Circulation", "Cataloging", "Admin (-)", and "Help". Below the menu bar, there are tabs for "1 Z39.50", "2 Record Buckets", and "Z Catalog". The main content area is divided into several sections:

- Left Sidebar:** Contains the "EVERGREEN INDIANA" logo, navigation links for "Home", "Advanced Search", "My Account", and "You are logged in as hm-cat1". It also includes a "Quick Search" section with an "ISBN" dropdown and a "Submit" button, and a "MARC Expert Search" section with "Tag:" and "Subfield:" dropdowns, a "Value:" input field, and "Add Row" and "Submit" buttons.
- Search Input:** A section with three rows of search criteria. Each row has a dropdown for the field (Title, Keyword, Keyword), a dropdown for the operator (Contains), and a text input field. The first row has "evidence" in the input field. Below these are buttons for "Reset Form", "Add Search Row", and "Submit Search".
- Search Filters:** A section with multiple dropdown menus for filtering results. The filters include: "Item Form" (Large print, Microfiche, Microfilm), "Item Type" (Books, Audiobooks, Video Recordings), "LiteraryForm" (Non Fiction, Fiction), "Language" (English, Spanish, French), "Audience" (Adult, Juvenile, General), and "Shelving Location" (Stacks, Audio Books - 2nd Floor, Audio Visual - 1st Floor).
- Sort Criteria:** A section with a dropdown for "Relevance" and a dropdown for "Ascending / A to Z".
- Search Library:** A section with a dropdown for "Hussey-Mayfield Memorial Branch" and a dropdown for "Everywhere".
- Group Formats and Editions:** A checkbox labeled "Group Formats and Editions".
- Limit to Available:** A checkbox labeled "Limit to Available".

At the bottom of the search area is a "Submit Search" button. The footer of the page includes the text "Basic Catalog (HTML only) | Help" and "Copyright © 2006-2008 Georgia Public Library Service".

English, Spanish, and French will all be selected.

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To select items which are not in a row, press the **Ctrl** key while clicking on the items you wish to select. If you do not press the **Ctrl** key, any previous selections will be unselected when you click something new. Scroll down, press the **Ctrl** key, and click on Italian.

The screenshot shows the Evergreen Indiana Catalog search interface. The browser address bar displays "1: hm-cat1@HMMPL-sarahc.evergreen.lib.in.us". The interface includes a navigation menu on the left with links for Home, Advanced Search, My Account, and a login status for "hm-cat1". The main search area is divided into several sections:

- Search Input:** Contains three rows of search criteria. The first row has "Title" selected, "Contains" operator, and "evidence" as the value. The second and third rows have "Keyword" selected with empty values.
- Search Filters:** A sidebar on the right with various filters:
 - Item Form:** Large print, Microfiche, Microfilm (selected).
 - Item Type:** Books (selected), Audiobooks, Video Recordings.
 - Literary Form:** Non Fiction, Fiction (selected).
 - Language:** French, German, Italian (selected).
 - Audience:** Adult, Juvenile, General.
 - Shelving Location:** Stacks, Audio Books - 2nd Floor, Audio Visual - 1st Floor.
- Sort Criteria:** Relevance (selected), Ascending / A to Z.
- Search Library:** Hussey-Mayfield Memorial Branch, Everywhere (selected).
- Group Formats and Editions:** ☐ Limit to Available: ☐

At the bottom of the search area is a "Submit Search" button. The footer of the page includes "Basic Catalog (HTML only) | Help" and "Copyright © 2006-2008 Georgia Public Library Service".

Now English, Spanish, French, and Italian are all selected.

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To change your selection, you can click a line in the box to remove any other selections. Click on English to remove your selections for the other languages, and search for English-language items only.

The screenshot shows a web browser window with the address bar displaying "1: hm-cat1@HMMPL-sarahc.evergreen.lib.in.us". The browser's menu bar includes "File", "Edit", "Search", "Circulation", "Cataloging", "Admin (-)", and "Help". The status bar at the bottom shows "1 239.50 2 Record Buckets Z Catalog".

The main content area is titled "EVERGREEN INDIANA OPEN SOURCE INTEGRATED LIBRARY SYSTEM". It features a navigation menu on the left with links for "Home", "Advanced Search", "My Account", and "You are logged in as hm-cat1".

The "Advanced Search" section is highlighted. It includes a "Quick Search" box with an "ISBN" dropdown and a "Submit" button. Below this is the "MARC Expert Search" section, which has fields for "Tag:" and "Subfield:", a "Value:" input, and "Add Row" and "Submit" buttons.

The central "Search Input" section contains three rows of search criteria. Each row has a dropdown for the field (Title, Keyword, Keyword), a dropdown for the operator (Contains), and a text input for the value. The first row has "evidence" in the value field. Below these rows are buttons for "Reset Form", "Add Search Row", and "Submit Search".

To the right of the search input is the "Search Filters" section. It contains several dropdown menus for filtering results: "Item Form" (Large print, Microfiche, Microfilm), "Item Type" (Books, Audiobooks, Video Recordings), "LiteraryForm" (Non Fiction, Fiction), "Language" (English, Spanish, French), "Audience" (Adult, Juvenile, General), and "Shelving Location" (Stacks, Audio Books - 2nd Floor, Audio Visual - 1st Floor). Each dropdown has an "Advanced" link next to it.

Below the search input is the "Sort Criteria" section, which includes a "Relevance" dropdown, a "Search Library" dropdown (Hussey-Mayfield Memorial Branch), and a "Limit to Available" checkbox. There are also buttons for "Group Formats and Editions" and "Limit to Available".

At the bottom of the page, there is a "Basic Catalog (HTML only) | Help" link and a copyright notice: "Copyright © 2006-2008 Georgia Public Library Service".

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To unselect something you have highlighted, when you do not want to select anything from that box, press the **Ctrl** key while clicking on that selection. Note that clicking **Reset Form** under Search Input will not reset your search filters. You can unset the filters individually, or hit F3 to start a new search.

Unselect Microfilm to do a title search using the word “evidence”. You should now be limiting for Books that are in English and Fiction.

The screenshot shows a web browser window with the address bar displaying "1: hm-cat1@HMMPL-sarahc.evergreen.lib.in.us". The browser's menu bar includes "File", "Edit", "Search", "Circulation", and "Cataloging". The status bar at the bottom shows "1 239.50 2 Record Buckets 3 Catalog".

The main interface is titled "EVERGREEN INDIANA" with the tagline "Open Source Integrated Library System". It features a navigation menu on the left with links to "Home", "Advanced Search", "My Account", and "You are logged in as hm-cat1".

The "Advanced Search" section is active, showing a "Search Input" area with three rows of search criteria. The first row has "Title" selected, "Contains" operator, and "evidence" as the value. The second and third rows have "Keyword" selected, "Contains" operator, and empty value fields. Below the search input are buttons for "Reset Form", "Add Search Row", and "Submit Search".

To the right of the search input is a "Search Filters" section with several dropdown menus. The "Item Form" filter is set to "Books". The "LiteraryForm" filter is set to "Fiction". The "Language" filter is set to "English". The "Audience" filter is set to "Adult". The "Shelving Location" filter is set to "Stacks".

Below the search input is a "Sort Criteria" section with a "Relevance" dropdown and an "Ascending / A to Z" dropdown. To the right of the sort criteria is a "Search Library" section with a "Hussey-Mayfield Memorial Branch" dropdown and an "Everywhere" dropdown. Below these are checkboxes for "Group Formats and Editions" and "Limit to Available". A "Submit Search" button is located at the bottom of the search area.

The footer of the page includes the text "Basic Catalog (HTML only) | Help" and "Copyright © 2006-2008 Georgia Public Library Service".

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MARC Expert Search

The MARC Expert Search allows you to search a particular field, or even a particular subfield of the MARC record. This can be very useful when trying to search for a specific item, or when trying to correct errors in the MARC record.

The screenshot shows the Evergreen Indiana Cataloging Training Manual interface. The browser address bar displays "1: hm-cat1@HMMPL-sarahc.evergreen.lib.in.us". The page title is "1 Catalog". The interface includes a navigation menu on the left with links for Home, Advanced Search, My Account, and a login status "You are logged in as hm-cat1". The main content area is divided into several sections: "Quick Search" with an ISBN field and a Submit button; "MARC Expert Search" (highlighted with a red box) with Tag, Subfield, and Value fields, and Add Row and Submit buttons; "Search Input" with three rows of fields for Title, Keyword, and Keyword, each with a Contains dropdown and a Submit button; "Search Filters" with dropdowns for Item Form, Item Type, Literary Form, Language, Audience, and Shelving Location; "Sort Criteria" with a Relevance dropdown and an Ascending / A to Z dropdown; and "Search Library" with a dropdown for "Hussey-Mayfield Memorial Branch" and a "Submit Search" button. The footer contains the text "Basic Catalog (HTML only) | Help" and "Copyright © 2006-2008 Georgia Public Library Service".

Simply enter the MARC field number in the Tag box. If you wish to search a particular subfield, you can enter that in the subfield box, and enter your search term in the Value box. Then click **Submit**.

The close-up shows the "MARC Expert Search" section. The Tag field contains "586", the Subfield field is empty, and the Value field contains "academy award 'best'". Below the fields are the "Add Row" and "Submit" buttons.

Here we're searching the Award field, 586 for Academy award best picture winners. It may take several seconds for your results to appear.

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The screenshot displays the Evergreen Indiana Cataloging Training Manual interface. At the top, the browser address bar shows the URL: `1: hm-cat1@HMMPL-sarahc.evergreen.lib.in.us`. The interface includes a navigation bar with links for File, Edit, Search, Circulation, and Cataloging. Below this, a record summary for a specific item is shown, including fields for Title, Author, Edition, and Last Edited By. The record summary also includes a table of available copies for the item, showing the number of copies available in the local library system and elsewhere.

Record Summary

Title: The deer hunter
 Author: Washburn, Deric.
 TCN: (OCoLC) ocm49694631
 Created By: (EG-IN) 101010101010101
 Edition: Widescreen [ed.].
 Last Edited By: (EG-IN) 101010101010101
 Pub Date: c2001
 Last Edited On: 10/13/08

Navigation buttons: Start, Previous, Next, End, Go Back, Go Forward.

Search results for "Hussey-Mayfield Memorial Branch" are displayed, showing results for "Evergreen Indiana". The results table includes columns for "Available copies / Total copies" and "Sort Results by Relevance".

Results 1 - 20 of about 279 (page 1 of 14)	Available copies / Total copies
	This Branch Local Library System Everywhere
The silence of the lambs Utt, Kenneth Special ed. [2001], c1990 MGM Home Entertainment videorecording 1 videodisc (118 min.) : sd., col. ; 4 3/4 in.	0 / 0 0 / 0 0 / 1
Around the world in 80 days c1956 Warner Home Video videorecording 179 min., col., VHS, part 2. sd., cc. 1/2 in.	0 / 0 0 / 0 1 / 1
The deer hunter Washburn, Deric. Widescreen [ed.]. c2001 Universal Home Video videorecording 1 videodisc (183 min.) : sd., col. ; 4 3/4 in. + 1 insert.	0 / 0 0 / 0 0 / 1
Oliver! Bart, Lionel. Widescreen. c2005 Sony Pictures Home Entertainment videorecording 1 videodisc (153 min.) : sd., col. ; 4 3/4 in.	0 / 0 0 / 0 0 / 1

Note that you cannot limit the MARC Expert search using any of the other types of searches, such as the search filters, or limit to available items.

The screenshot shows the MARC Expert Search form. It includes fields for Tag, Subfield, and Value. There are two rows of these fields. Below the second row is a "close" button. At the bottom of the form are "Add Row" and "Submit" buttons.

MARC Expert Search

Tag: [] Subfield: []
 Value: []

Tag: [] Subfield: []
 Value: []

[close](#)

[Add Row](#) [Submit](#)

You can search multiple fields by adding more rows to the MARC Expert search. Click **Add Row**. This allows you to limit your MARC expert search, or search more than one field at once, since only one field can be entered in each Tag box.

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Understanding Search Results

When you've performed a search in Evergreen Indiana, your search results page will look similar to the one below:

The screenshot shows a web browser window with the address bar displaying '1: hm-cat1@HMMPL-sarahc.evergreen.lib.in.us'. The browser's menu bar includes 'File', 'Edit', 'Search', 'Circulation', 'Cataloging', 'Admin', and 'Help'. The address bar shows '1 Catalog' and '2 Catalog'. The search results page is titled 'Hussey-Mayfield Memorial Branch Including results for Evergreen Indiana'. The search query is 'evidence', and the results are sorted by 'Relevance'. The page shows 'Results 1 - 10 of about 84 (page 1 of 9)'. The search results are displayed in a table with columns for 'Available copies / Total copies' and 'This Branch', 'Local Library System', and 'Everywhere'. The table lists several items, including 'Evidence to destroy' by Yorke, Margaret, 'Evidence of mercy' by Blackstock, Terri, 'Evidence of love' by McConnell, Melissa, 'Evidence of things unseen a novel' by Wiggins, Marianne, 'Evidence of blood' by Cook, Thomas H., and 'Evidence of mercy' by Blackstock, Terri. Each item has a 'Place Hold' button. On the left side of the screen, there is a sidebar with a green bar at the top containing 'My Title Results'. Below this bar, there are three sections: 'Relevant Subjects', 'Relevant Authors', and 'Relevant Series'. The 'Relevant Subjects' section lists: Women lawyers, New York (N.Y.), Political consultants, Washington (D.C.), Missing persons, Loss (Psychology), Radiation, and Large print. The 'Relevant Authors' section lists: Blackstock, Terri, Cook, Thomas H., McConnell, Melissa, Wiggins, Marianne, and Yorke, Margaret. The 'Relevant Series' section lists: A Viking novel of mystery and suspense.

	This Branch	Local Library System	Everywhere
Evidence to destroy Yorke, Margaret. 1st American ed. 1987 Viking print 239 p. ; 22 cm. Place Hold	0 / 0	0 / 0	2 / 2
Evidence of mercy Blackstock, Terri c1995 Zondervan Pub. House print 345 p. ; 23 cm. Place Hold	0 / 0	0 / 0	2 / 2
Evidence of love McConnell, Melissa. 1st ed. c2005 Harcourt print 307 p. ; 21 cm. Place Hold	0 / 0	0 / 0	1 / 1
Evidence of things unseen a novel Wiggins, Marianne. 2003 Simon & Schuster print 383 p. ; 25 cm. Place Hold	1 / 1	1 / 1	4 / 4
Evidence of blood Cook, Thomas H. c1991 Putnam print 319 p. ; 25 cm. Place Hold	0 / 0	0 / 0	0 / 1
Evidence of mercy Blackstock, Terri 1998 Thorndike Press 526 p. Place Hold	1 / 1	1 / 1	1 / 2
Evidence of mercy			

The sidebar on the left side of the screen, under the green bar reading "My Title Results," contains a list of relevant subjects, authors, and series. The relevant subjects listed are: Women lawyers, New York (N.Y.), Political consultants, Washington (D.C.), Missing persons, Loss (Psychology), Radiation, and Large print. The relevant authors listed are: Blackstock, Terri, Cook, Thomas H., McConnell, Melissa, Wiggins, Marianne, and Yorke, Margaret. The relevant series listed are: A Viking novel of mystery and suspense.

On the left side of the screen, under the green bar reading "My Title Results," you will see a list of relevant subjects, authors and series. This list displays the most common entries on the MARC records from the first page of your search results. You can click on these to link to other items with the same entries, however the subject entries link to all records with the same subfield a, so clicking on these links will give you results with fiction, non-fiction, juvenile and adult titles.

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In the Results box, under a light green bar with information about how many search results you have, you will see title information relating to your search results. This information includes the title and the author. Author information will be pulled from the first added entry if there is no 100 field. Edition statements and information from the 300 field are also displayed. Note the row of small icons underneath the physical description. These icons indicate the type of material, and this information comes from the fixed fields, so it is important for those to be entered correctly. Many of the titles will also have covers displayed next to the title.

1: hm-cat1@HMMPL-sarahc.evergreen.lib.in.us

File Edit Search Circulation Cataloging Admin Help

1 Catalog 2 Catalog

Go Back Go Forward Debug Print Page

Text Size: Regular / Large

EVERGREEN INDIANA
OPEN SOURCE INTEGRATED LIBRARY SYSTEM

Home
Advanced Search
My Account
You are logged in as hm-cat1

My Title Results

Relevant Subjects

- Women lawyers
- New York (N.Y.)
- Political consultants
- Washington (D.C.)
- Missing persons
- Loss (Psychology)
- Radiation
- Large print

Relevant Authors

- Blackstock, Terri
- Cook, Thomas H.
- McConnell, Melissa
- Wiggins, Marianne
- Yorke, Margaret

Relevant Series

- A Viking novel of mystery and suspense

title:evidence Go! Keyword All Formats Everywhere

Hussey-Mayfield Memorial Branch Including results for Evergreen Indiana Limit to Available Sort Results by Relevance

Results 1 - 10 of about 84 (page 1 of 9) Start « » Available copies / Total copies

	This Branch	Local Library System	Everywhere
Evidence to destroy Yorke, Margaret. 1st American ed. 1987 Viking print 239 p. ; 22 cm. Place Hold	0 / 0	0 / 0	2 / 2
Evidence of mercy Blackstock, Terri c1995 Zondervan Pub. House print 345 p. ; 23 cm. Place Hold	0 / 0	0 / 0	2 / 2
Evidence of love McConnell, Melissa 1st ed. c2005 Harcourt print 307 p. ; 21 cm. Place Hold	0 / 0	0 / 0	1 / 1
Evidence of things unseen a novel Wiggins, Marianne. 2003 Simon & Schuster print 383 p. ; 25 cm. Place Hold	1 / 1	1 / 1	4 / 4
Evidence of blood Cook, Thomas H. c1991 Putnam print 319 p. ; 25 cm. Place Hold	0 / 0	0 / 0	0 / 1
Evidence of mercy Blackstock, Terri 1998 Thorndike Press 526 p. Place Hold	1 / 1	1 / 1	1 / 2

Finally note, on the right the **Available copies / Total copies** columns. These tell you how many copies are held in your library branch, your local system, and in all of Evergreen Indiana. If an item shows 0/0 in your branch, your branch does not own the item. If it shows 0/1, in EI, there is one copy in EI, but it is not available. If it shows 1/1 copy, in your branch, your branch owns a copy and it is available. 1/2 in EI indicates there are two total copies, but only one is available. If your local library has no branches, the columns for This Branch and Local Library System will be the same.

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The screenshot displays the Evergreen Indiana Cataloging Training Manual interface. At the top, a blue header bar shows the URL '1: hm-cat1@HMMPL-sarahc.evergreen.lib.in.us'. Below this is a navigation bar with 'File', 'Edit', 'Search', 'Circulation', and 'Cataloging' menus. The main content area is titled 'Record Summary' and displays the following information:

- Title:** Evidence of things unseen a novel
- Author:** Wiggins, Marianne.
- TCN:** (OCLC) [ocm51936918](#)
- Created By:** (EG-IN) [101010101010101](#)
- Edition:**
- Last Edited By:** (EG-IN) [101010101010101](#)
- Pub Date:** 2003
- Last Edited On:** 08/24/08

Navigation buttons include 'Start', 'Previous', 'Next', 'End', 'Go Back', and 'Go Forward'. A sidebar on the left contains the 'EVERGREEN INDIANA' logo and links to 'Home', 'Advanced Search', 'My Account', and 'My Title Results'. The main search results area shows 'Results 1 - 10 of about 84 (page 1 of 9)'. A table displays the available copies for the title 'Evidence to destroy' by Yorke, Margaret.

	Available copies / Total copies		
	This Branch	Local Library System	Everywhere
Evidence to destroy Yorke, Margaret. 1st American ed. 1987 Viking print 239 p. ; 22 cm.	0 / 0	0 / 0	2 / 2

At the top of the search results screen is a search box. You can perform new searches directly from this screen. Note that it allows you to limit to available items and to change the order of your search results. When you use these options, you are performing a new search, so if you used any Search Filters in your search, they will no longer be applied, since they are not available in the abbreviated search from this screen. If you wish to use Search Filters and limit your results to available items, or change the way your results are sorted, you must use the Sort Criteria box on the Advanced Search screen. **See Advanced Search: Sort Criteria** on page 2.14.

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When you click on a title to display the record, you must click on the title line or the book cover. If you click on the author it will take you to a list of works by that author. Clicking on the title line will take you to the bibliographic record in the current default screen view. If you have not changed the screen view, the OPAC view, as seen below, is the default view.

The screenshot displays the Evergreen Indiana Cataloging Training Manual interface. The browser address bar shows the URL: `1: hm-cat1@HMMPL-sarahc.evergreen.lib.in.us`. The navigation bar includes links for File, Edit, Search, Circulation, and Cataloging. The sidebar on the left shows the user is logged in as `hm-cat1` and has selected `My Title Details`. The main content area displays the `Record Summary` for the title `Evidence of things unseen a novel` by `Wiggins, Marianne.`. The record summary table includes fields for Title, Author, ISBN, Edition, Publication Date, Publisher, Physical Description, Format, and Abstract. Below the record summary, there is a table of copy information for all libraries, with columns for Library, Callnumber, Actions, Available, Checked out, In process, In transit, Reshelving, On holds shelf, and On order. The table shows one copy available at the `Hussey-Mayfield Memorial Branch`.

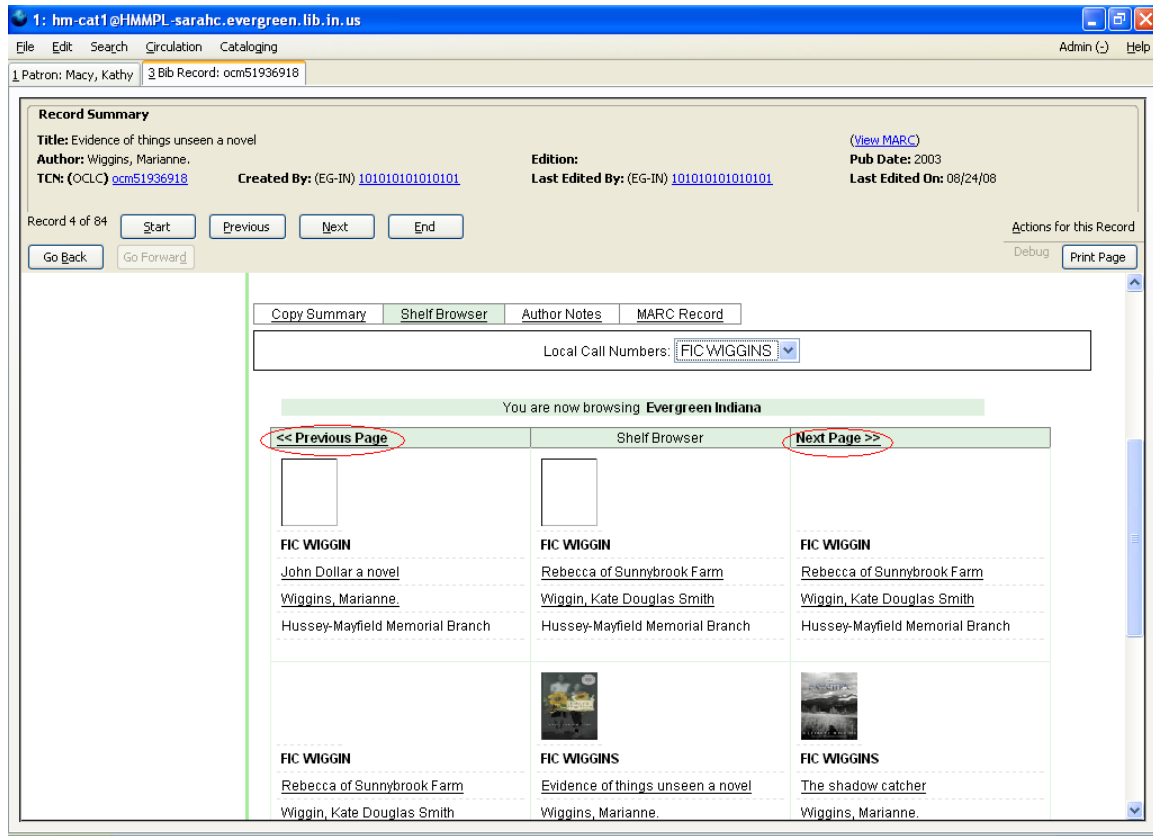
Library	Callnumber	Actions	Available	Checked out	In process	In transit	Reshelving	On holds shelf	On order
Zionsville Public Library									
Hussey-Mayfield Memorial Branch	FIC WIGGINS	details browse place hold	1	0	0	0	0	0	0

Note at the bottom of the screen there are links to will display various pieces of information. The Copy Summary with information on copies that are owned by the Evergreen Indiana libraries is displayed by default, as seen above.

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You can also click on Shelf Browser to displays items in the Evergreen Indiana catalog by call number. You can see what would be shelved to either side of a particular title if you thought of EI as one big physical library.



Note that you can click on Previous Page and Next Page to see browse further back and forth. This is the same display you will get if you do a call number Quick Search.

Other links may display here as well, when available, such as Author Notes, seen above.

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Click on the **MARC Record** link. Scroll down to see the MARC record displayed below the OPAC record summary:

The screenshot shows a web browser window with the address bar displaying "1: hm-cat1@HMMPL-sarahc.evergreen.lib.in.us". The browser has a menu bar with "File", "Edit", "Search", "Circulation", and "Cataloging". The main content area is titled "Record Summary" and displays the following information:

- Title:** "E" is for evidence : a Kinsey Millhone mystery
- Author:** Grafton, Sue.
- TCN:** (OCLC) ocm16901295
- Created By:** (EG-IN) 101010101010101
- Edition:** 1st ed.
- Last Edited By:** (EG-IN) 101010101010101
- Pub Date:** c1988
- Last Edited On:** 08/24/08

Below the summary, there are navigation buttons: "Record 1 of 79", "Start", "Previous", "Next", "End", "Go Back", and "Go Forward". The "Go Back" button is circled in red. To the right of these buttons are "Actions for this Record" and "Print Page".

Below the navigation buttons, there are tabs for "Copy Summary", "Shelf Browser", and "MARC Record". The "MARC Record" tab is selected, and the MARC record is displayed below it. The MARC record is a text-based format with fields separated by vertical bars. The first line is "LDR 03190cam a2200361 a 45 0". The second line is "001 ocm16901295". The third line is "003 OCLC". The fourth line is "005 20050927110732.0". The fifth line is "008 870928s1988 nyu 000 1 eng". The sixth line is "010 1a 87028100". The seventh line is "020 1a 0805004599". The eighth line is "024 3 1a 9780805004595". The ninth line is "040 1a DLC 1c DLC 1d XY4". The tenth line is "043 1a n-us-ca". The eleventh line is "050 0 1a PS3557.R13 1b E2 1988". The twelfth line is "082 0 1a 813/.54 12 19". The thirteenth line is "100 1 1a Grafton, Sue.". The fourteenth line is "245 1 0 1a "E" is for evidence : 1b a Kinsey Millhone mystery / 1c Sue Grafton.". The fifteenth line is "250 1a 1st ed.". The sixteenth line is "260 1a New York : 1b Holt, 1c c1988.". The seventeenth line is "300 1a 227 p. ; 1c 22 cm.". The eighteenth line is "490 1 1a Kinsey Millhone mysteries". The nineteenth line is "1a It was the silly season and a Monday at that, and Kinsey Millhone was bogged down in a preliminary report on a fire claim. Something was nagging at her, but she couldn't pin it. The last thing she needed in the morning mail was a letter from her bank recording an erroneous \$5,000 deposit in her account. Kinsey had never believed in Santa Claus and she wasn't about to change her mind now. Resigning herself to a morning of frustration, she phoned the bank and, assaulted by canned carols, waited on hold for an officer to clear up the snafu. It was with something less than Christmas cheer that Kinsey faced off only minutes later with California Fidelity's Mac Voorhies. Voorhies was smart, humorless, stingy with praise, and totally fair. He was frowning now. "I got a phone call this morning," he said, his frown deepening. "Somebody says you're on the take." Suddenly the \$5,000 deposit clicked into place. It wasn't a mistake. It was a setup. "E" is for

In the staff client there are navigation buttons near the top left of the screen – **Go Back** and **Go Forward**. These work much like the back and forward arrow commands in a web browser, but they do not appear in all screens.

Note the **Go Back** Button to the Left

Click on the **Go Back** Button.

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It will take you back to the list of titles:

The screenshot shows a web browser window with the address bar displaying '1: hm-cat1@HMMPL-sarahc.evergreen.lib.in.us'. The browser has a menu bar with 'File', 'Edit', 'Search', 'Circulation', and 'Cataloging'. The main content area is titled 'Record Summary' and displays the following information:

- Title:** Evidence of things unseen a novel
- Author:** Wiggins, Marianne.
- TCN:** (OCLC) ocm51936918
- Created By:** (EG-IN) 101010101010101
- Edition:**
- Last Edited By:** (EG-IN) 101010101010101
- Pub Date:** 2003
- Last Edited On:** 08/24/08

Below the record summary, there are buttons for 'Start', 'Previous', 'Next', and 'End'. There are also buttons for 'Go Back' and 'Go Forward'. A search bar contains the text 'title:evidence' and a 'Go!' button. To the right of the search bar, there are dropdown menus for 'Keyword', 'All Formats', and 'Everywhere'. Below the search bar, there is a section for 'Hussey-Mayfield Memorial Branch' and a 'Limit to Available' checkbox. The results are displayed in a table with the following columns: 'Results 1 - 10 of about 84 (page 1 of 9)', 'Start < >', 'Available copies / Total copies', 'This Branch', 'Local Library System', and 'Everywhere'.

Results 1 - 10 of about 84 (page 1 of 9)	Start < >	Available copies / Total copies	This Branch	Local Library System	Everywhere
Evidence to destroy Yorke, Margaret. 1st American ed. 1987 Viking print 239 p. ; 22 cm. Place Hold		0 / 0	0 / 0	2 / 2	
Evidence of mercy Blackstock, Terri c1995 Zondervan Pub. House print 345 p. ; 23 cm. Place Hold		0 / 0	0 / 0	2 / 2	
Evidence of love McConnell, Melissa. 1st ed. c2005 Harcourt print 307 p. ; 21 cm. Place Hold		0 / 0	0 / 0	1 / 1	
Evidence of things unseen a novel Wiggins, Marianne. 2003 Simon & Schuster print 383 p. ; 25 cm. Place Hold		1 / 1	1 / 1	4 / 4	
Evidence of blood Cook, Thomas H. c1991 Putnam print 319 p. ; 25 cm. 		0 / 0	0 / 0	0 / 1	

Click on the **Go Forward** button.

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The bibliographic record reappears:

1: hm-cat1@HIMMPL-sarahc.evergreen.lib.in.us

File Edit Search Circulation Cataloging Admin (-) t

1 Bib Record: ocm51936918 2 Catalog

Record Summary

Title: Evidence of things unseen a novel [\(View MARC\)](#)
Author: Wiggins, Marianne. **Pub Date:** 2003
TCN: (OCLC) [ocm51936918](#) **Created By:** (EG-IN) [101010101010101](#) **Last Edited By:** (EG-IN) [101010101010101](#) **Last Edited On:** 08/24/08

Record 4 of 84 [Start](#) [Previous](#) [Next](#) [End](#) [Go Back](#) [Go Forward](#) [Debug](#) [Print Page](#)

Text Size: Regular / Large

EVERGREEN INDIANA
OPEN SOURCE INTEGRATED LIBRARY SYSTEM

Home
Advanced Search
My Account
You are logged in as **hm-cat1**
My Title Results
My Title Details
Relevant Subjects
Radiation
Tennessee
World War, 1914-1918

Hussey-Mayfield Memorial Branch

Result 4 of 84 [Start](#) [<<](#) [>>](#) [End](#) [Place Hold](#) [More Actions...](#)

Record Summary

Title	Evidence of things unseen a novel
Author	Wiggins, Marianne.
ISBN	0684869691
Edition	
Publication Date	2003
Publisher	Simon & Schuster
Physical Description	print 383 p. ; 25 cm.
Format	text
Abstract	

From here you can also navigate from record to record in your search results by clicking the left and right arrows to go to the next record or previous record. You can also click Start or End to go the first or last record in the list. These work just like the buttons in the Record Summary.

You can change the text size for the OPAC display by clicking **Large** in the upper right. Note the large text below:

[Go Back](#) [Go Forward](#) [Debug](#) [Print Page](#)

Text Size: Regular / Large

EVERGREEN INDIANA
OPEN SOURCE INTEGRATED LIBRARY SYSTEM

Home
Advanced Search
My Account
You are logged in as **hm-cat1**
My Title Results
My Title Details
Relevant Subjects
Radiation
Tennessee
World War, 1914-1918

Hussey-Mayfield Memorial Branch

Result 4 of 84 [Start](#) [<<](#) [>>](#) [End](#) [Place Hold](#) [More Actions...](#)

Record Summary

Title	Evidence of things unseen a novel
Author	Wiggins, Marianne.
ISBN	0684869691
Edition	
Publication Date	2003
Publisher	Simon & Schuster
Physical Description	print 383 p. ; 25 cm.
Format	text
Abstract	

To start a new search you can hit the **F3** key, click on **Advanced Search**, or use the brief search form on this page.